

FISHER JUNIOR COLLEGE

BULLETIN 1973-1974

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118 BEACON STREET

BOSTON, MASSACHUSETTS 02116

VISITORS

The college welcomes visitors
throughout the year.

The administrative offices are
open from 8:30 A.M. to 5 P.M.
Monday through Friday and from
9 to 12 noon on Saturday.

Appointments should be made with
the Admissions Office, 118 Beacon St.,
phone Area Code (617) 262-3240

FISHER JUNIOR COLLEGE

is a member of the New England Association
of Schools and Colleges
with full accreditation.

Located in Boston's Back Bay,
Fisher Junior College prepares young women
for successful participation
in today's rapidly changing times.

Founded in 1903, Fisher Junior College
is a non-profit educational institution
approved by the Board of Higher Education
of the Commonwealth of Massachusetts and
authorized to grant the Degrees of
Associate in Science and Associate in Arts.

This catalogue is an official
publication of the College. It is subject
to revision and change at any time.
It is the policy of the College to
reserve the right to add, withdraw, or
revise any course, program of study,
provision, or requirement described
herein.



FISHER JUNIOR COLLEGE

118 Beacon Street, Boston, Mass. 02116

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PHILOSOPHY

FISHER JUNIOR COLLEGE believes that a young woman should be encouraged in the continuous search for knowledge. Our philosophic perspective is concerned with education, both as the pursuit of knowledge in the broad cultural sense, and as growth in discrimination and discernment, to the end of stimulating one's responsibility to make her choices in life as intelligently significant as possible.

We believe that an educational program must be addressed to the moral obligation of every young person to become economically self-reliant. In our democratic cultural pattern, there is a basic belief in work as a constructive discipline. Since no college career can afford to ignore this responsibility, it is one of our objectives to lay the foundation for translating intelligence into some field of competency as a necessary resource for the individual student. An opportunity to achieve such a competency is available through a variety of business and professionally oriented curricula, which leads to an Associate Degree. In addition, the elective courses are for the purpose of stimulating the student to discover a potential field of continuing specialization.

It is hoped that the Fisher Junior College program of studies will have sufficiently challenged the graduate to assume her distinctive role in society through intelligent achievement, emotional maturity and the will to participate.

HISTORY

FISHER JUNIOR COLLEGE was founded in 1903. In the early years vocational preparation was emphasized. While such preparation was sufficient in the first few decades, it became increasingly evident that education should be much broader and curriculum plans and objectives grew and developed continuously. In 1952, Fisher was approved as a junior college by the Board of Higher Education of the Commonwealth of Massachusetts. In 1957, it was given degree-granting powers. In 1970, Fisher was granted membership in the New England Association of Schools and Colleges with full accreditation.



THE COLLEGE

Some three hundred and fifty young women comprise the student body of Fisher Junior College. These students come from all parts of the country and several foreign countries. Nearly two hundred live in residence; the balance commute from Boston's outlying suburbs.

The proximity of the college to the many points of interest for which Boston is famous is attractive to Fisher students. The classroom buildings and three of the four dormitories overlook the Charles River and its beautiful esplanade. Because of this unusual location, Fisher students enjoy the unique experience of living and studying in the exciting and stimulating atmosphere of a city famed for its cultural opportunities. They also enjoy participating in a variety of recreational activities seldom found in other large cities.

Within walking distance of the college one may find the finest in drama, art and music. Culture takes many forms. It is difficult to explain why the nearness of fine music and great art helps a student become better at whatever she is trying to do. Perhaps it is a different perspective on time; perhaps it is the continual reminder of the pursuit of excellence.

Schools draw sustenance from one another. In Boston there are countless schools and colleges. At the great universities close by, there are plays, lectures, films and concerts where the Fisher student is welcome. By participating in these activities she gains intellectual stimulation, has fun, and meets interesting people. Such universities include: Harvard, Massachusetts Institute of Technology, Northeastern University, Boston University, Brandeis University, and Boston College to mention a few.

LOCATION

Excellent transportation facilities link the college to the center of Boston and to the surrounding communities. Subway connections are available at Arlington Street and Charles Street stations, while a Charles Street bus stops near the college. The Back Bay and Trinity stations are within walking distance. Boston's International Logan Airport is only fifteen minutes by taxi from the college. This is a great convenience for those students living outside New England.

BUILDINGS

Fisher Junior College occupies ten buildings in the Back Bay area of Boston.

There are three administration-and-classroom buildings and seven dormitories. Eight of these buildings overlook the Charles River, and are but a block from the Public Garden. All of the college buildings were once private residences in Boston's Back Bay. The lobby in the Administration Building has been carefully preserved to show one of the most splendid examples of classic Roman architecture in this country.

Library

The purpose of the library is to support the curriculum with sufficient reference and parallel reading material to provide intellectual stimulus for students and faculty and to encourage interest in general and recreational reading.

The library occupies the entire second floor of the main college building. Students are encouraged to use the library facilities extensively for undirected study and enjoyment.

For additional research, the faculty and students are encouraged to avail themselves of the extensive facilities at the Boston Public Library which is located within easy walking distance of the college.

Residence Halls

Robert Smith Hall, 104 Beacon Street, was made possible through the generous bequest of the late Robert and Minna Smith of Wellesley, Mass.

Florence Hall, 112 Beacon Street, is adjacent to the Administration Building and is named for the wife of Myron C. Fisher, Sr., one of the co-founders of the college.

Edmund Hall, 114 Beacon Street, twin to 112 Beacon Street, is named for Edmund H. Fisher, another co-founder of the college.

Carty Hall, 131-133 Beacon Street, is directly opposite the college. It is named for Joseph J. Carty, who was a dedicated member of the administration for over fifty years.

Each of the above residence halls accommodates between 30 and 50 young women.

"One-O-Two" *Beacon Street* is a seven-story building, housing approximately seventy students.

STUDENT LIFE

SOCIAL AND RECREATIONAL PROGRAM

The social and extra-curricular activities are an integral part of any college education. Because of our location Fisher is able to offer activities for almost any individual interest.

Students are encouraged to initiate the type of activities in which they wish to participate. With assistance from the faculty and administration they plan many of the activities, thereby gaining experience in organization, and planning.

The activities listed below are conducted by Fisher Junior College. These are but a few of the many opportunities that exist within the College and do not include the almost unlimited opportunities available within the Greater Boston area.

STUDENT ACTIVITIES

The Charles Viewer

This publication features the original work of students and is published by a staff of freshmen and seniors. It is the students' responsibility to prepare, edit, proofread and arrange for publication, with the assistance of a faculty adviser.

The Beacon

The college yearbook is published by a staff of seniors, and freshmen. This activity is a challenge to the student who wishes to produce in pictorial form a true image of her two years at Fisher not only for herself and classmates, but for the general public.

CLUBS

Drama Club

Through this organization a young woman has a chance to read and attend plays, as well as assist in producing theatrical productions. This Club is responsible for the Parents' Week-end production.

Volunteer Service Club

The Club undertakes to help the student become involved in some of the volunteer programs that seek to meet special needs of persons or groups in

the Boston area. These activities and services might include working in a settlement house, with young children who have handicaps, tutoring, or volunteer work in any of the nearby hospitals. Any student may become involved in this program.

Glee Club

Under professional direction, the Glee Club performs at all major college functions.

Literature Club

A creative writing group which meets regularly for the interpretation and discussion of original manuscripts. Individual assistance and evaluation are offered by a faculty advisor. The Charles Viewer is an annual publication of the Literature Club.

Sports and Recreation Program

Included in the activities available to the student body are touch football, volleyball, basketball, and, if interest warrants, a nearby academy offers riding for the beginner as well as for the experienced rider. Members outline their program in the fall depending upon the interests of the group.

Student Activities Committee

This organization is comprised of volunteers interested in providing direction to the social and recreational program of the College.

World University Service Club

The Fisher W.U.S. Club is a member of the national organization for college students furthering an international cooperative effort in the interest of education in underprivileged countries.

STUDENT ORGANIZATIONS

Class Organizations

The Freshman and Senior Classes elect their class officers and plan certain events during the school year. A monthly class meeting is held.

Student Government Association

The Student Government Association officers and representatives are elected by the student body. This group promotes the general welfare and interests of all students and acts as a liaison between students and faculty

and administration. They assist in orientation, social relations and make recommendations to the administration.

Alumnae Association

Each graduate of the College automatically becomes a member of the Fisher Junior College Alumnae Association.

A representative to the Alumnae Council is elected by each class, prior to graduation. This Council is the advisory and planning board for the Alumnae organization. Its membership is made up of a representative from each of the classes which have graduated from the College. Election to this position is considered an honor for the graduate; she holds the position for two years.

On several occasions throughout the school year the Alumnae Association sponsors activities of interest to the students. At the Senior Convocation and Awards Luncheon held each spring, the Association presents a significant gift to the graduating senior judged to have made the greatest contribution to the College during her two year program.

CONVOCATIONS

Convocations are planned to support and be an integral part of the total educational objectives of the College. Generally they are held monthly for the entire student body. Some are cultural in content such as musical ensembles, folk singers, choral groups. Many are informative with lectures by economists, scientists, and men and women active in public affairs and current issues.

EUROPEAN TOUR

The European tour offered by Fisher Junior College differs from year to year depending on the interest of the students. In the past the group has visited such countries as England, Holland, Portugal, Switzerland, and Italy. The trip is open to every student.

SPIRITUAL LIFE

Fisher is a nondenominational college. It encourages young people of every faith to continue a close relationship with the church of their choice. The College is fortunate in its nearness to outstanding churches of all denominations. Located within a few minutes' walk from the College are such churches as Old South Church (Congregational); Trinity Church (Episcopal); Temple Israel (Jewish); Tremont Temple (Baptist); Paulist Chapel (Catholic); and many others.

DORMITORY LIVING

The Fisher dormitories, formerly private residences, are completely modernized, yet still maintain the charm of gracious living.

Three of the residence halls are located on the river side of Beacon Street, thus affording a view of the Charles River and the Hatch Memorial Shell where the Boston Symphony Pops Concerts are held during the summer.

The rooms in each house accommodate from one to four students. Each room is uniform in equipment. All have beds, bureaus, desks and chairs. Students furnish their own bed linen, spreads, lamps, drapes and rugs.

A linen service is available for the student's convenience, and it is recommended, but not required, that she subscribe to it. Fresh linen every week is furnished by the Gordon Linen Service at a reasonable cost for the college year. An automatic washing machine and a dryer are available in each residence for the student's personal laundry.

Before investing in furnishings for her room, it is suggested that the student wait until she arrives at college; for she will enjoy planning and shopping for these items with her roommates during the early days of her college living. Reflecting her taste and that of her roommates, a most attractive room will be achieved at a minimum cost. In this environment a student will spend many of her memorable hours.

Carty Hall, directly across from the Administration Building, houses the central dining room where meals are served seven days a week.

Each dormitory operates on a self-government plan. The residents elect a house council to plan social activities, to achieve cooperation and consideration among the residents, and to act as a judiciary committee. The Resident Couples serve as advisors.

Unless a student lives with relatives in the area, or is 21 years of age, she must reside in one of the college dormitories.

Parents may feel assured that every reasonable safeguard is taken in the interest of their daughter and that her welfare is considered at all times.

STUDENT SERVICES

Student services provides the resources to which the student may turn when she needs assistance. Counseling begins with the student's contact with the Admissions Office and continues throughout her association with the College.

Career Counseling and Placement

All students will find this department useful if they seek employment at the

conclusion of their program of study. Offered as a free, life-time service, the Placement Office will provide assistance in interview techniques and in identifying career opportunities. Although the majority of our students seek placement in the Greater Boston Area, this office will gladly assist those desiring placement in other cities. Airlines, hospitals, clinics, educational organizations, social agencies, legal firms, publishing houses, physicians, and many other organizations offer attractive opportunities to the Fisher graduate.

Transfer Counseling and Placement

Every student enrolled at Fisher Junior College is eligible to transfer. Complete files of four-year colleges and universities are maintained in the counseling center. Students are urged to talk with the transfer counselor and study the catalogs. Because Fisher is fully accredited by the New England Association of Schools and Colleges, graduates find that the transfer process is a smooth one.

Fisher graduates continue their education at a variety of colleges and universities. Graduates have transferred to 4-year colleges such as:

Alabama, University of	Massachusetts, University of—Amherst and Boston
American International College	Merrimack College
American University	Mills College (NYC)
Annhurst College	Monmouth College
Arizona State	Mount Saint Mary College
Arizona, University of	New England College
Babson College	New Hampshire, University of
Barrington College	New Mexico, University of
Bentley College	New York University
Boston College	Northeastern University
Boston University	Pace College
Brandeis University	Pennsylvania State University
Bridgeport, University of	Plymouth State College
Central Connecticut State	C. W. Post College
Clark University	Purdue University
Colorado College	Regis College
Colorado, University of	Rider College
Connecticut, University of	Rochester Institute of Technology
Curry College	Skidmore College
Emerson College	Suffolk University
Fairleigh Dickinson University	Tehran, University of
Florida, University of	Temple University
Hartford, University of	Western New England College
Hunter College	Wheelock College
Lesley College	
Louisiana State	Connecticut State Colleges
Maine, University of	Massachusetts State Colleges
Maryland, University of	State Universities of New York

Personal Counseling

An experienced counselor to whom all students may go for advice is available. In addition, the Dean of Women welcomes all students at any time to discuss personal and dormitory problems with her. Resident students are urged to talk to their own House Parents regarding dormitory and social problems. The College Mental Health Center is available to every student on a no-charge basis.

Academic Counseling

The Academic Dean is prepared to advise and counsel students concerning their academic program and standing.

Each student has a faculty advisor assigned to her who takes a personal interest in her academic progress. A student should feel free to consult her advisor as necessary.

Health

The health of the students is of primary importance. Applicants are required to submit a health certificate which is kept on file in the clinic.

A registered nurse resides at the College. The Health Clinic is available to both commuting and resident students. Since the College is located a short distance from the finest hospitals in the world, students are not kept overnight in the clinic. The College reserves the right after consultation with the college physician to refer the resident student to one of these hospitals. Parents may be requested to call for their daughter if she prefers to go home rather than to the hospital.

Students are expected to have the student insurance plan offered by the College which covers many items that family health and accident plans do not cover. A bulletin explaining the insurance plan will be sent to all parents.



ADMISSION AND FINANCES

REQUIREMENTS FOR ADMISSION

General

Applications of prospective students are evaluated on the basis of character and promise of achievement in a program of studies leading to degrees in Associate in Arts or Associate in Science. A candidate must be a graduate of an approved secondary school and have sixteen units of credit that are satisfactory to the Admissions Committee.

Applicants for any secretarial program are not required to submit College Entrance Examination Board (S.A.T.) or American College Test (A.C.T.) results. Students applying for any of the other programs must submit the results of one of these two examinations.

Foreign students must present evidence of ability to use the English language in speaking, reading comprehension and writing. Information may be obtained by writing to Test of English as a Foreign Language, Educational Testing Service, Box 899, Princeton, New Jersey 08540.

Students who do not meet these requirements, but have achieved outstanding recognition in their program, will be given consideration.

APPLICATION

The completed application must be accompanied by a fee of \$20. This is non-refundable.

The applicant should request her preparatory or high school to send a transcript of her record to the Admissions Office.

A personal interview at the College is recommended, but not required.

A dormitory data form is mailed when a resident applicant is notified of her acceptance by the Board of Admissions. This should be returned immediately.

Room reservations in the dormitories are not made until the applicant has been accepted. Students already in attendance are, of course, given preference.

A small recent picture is required of all residence students after acceptance.

The health certificate, which is mailed to the applicant, must be filled out by a registered physician and returned by August 15.

ACCEPTANCE

A "Rolling Admissions Program" enables the College to take action as soon

as the student's credentials are received and reviewed by the Admissions Committee. This action is based on the student's record through the junior year and is contingent upon the maintenance of a satisfactory record in the senior year.

Applications are acted upon as soon as a complete file of credentials has been received for any one individual. The applicant is notified immediately regarding the decision of the Board of Admissions. This procedure usually requires four to six weeks from the time that the application is received in the Admissions Office.

FINANCIAL INFORMATION

The Board of Trustees reserves the right to adjust the following charges in accordance with changing cost of operation. Payments must be made prior to registration for classes. A student whose payments are in arrears may not be allowed to attend classes, to take examinations, have transcripts sent, or to receive grades or a degree.

REQUIRED EXPENSES

Application Fee, to accompany application\$ 20

This fee, which covers the expenses involved in handling the applicant's portfolio, is not refundable and is not credited toward tuition.

Resident Students

Annual charge for Board, Room and Tuition\$3300

Comprehensive Fee 100

This fee includes the cost of numerous services for which many colleges assess individual fees such as use of laboratories, the college yearbook, activity fees, graduation costs and special events.

Residence Hall Deposit 50

Each student will be charged for any damage done in the College dormitories. The unassessed balance will be refunded at close of the senior year.

Day Students

Annual charge for Tuition\$1430

Comprehensive Fee 100

This fee includes the cost of numerous services for which many colleges assess individual fees such as use of laboratories, the

college yearbook, activity fees, graduation costs and special events.

Annual charges are payable as follows:

For Freshman Resident Students:

Application Fee, to accompany application\$ 20

Deposit 125

A deposit of \$125 is required within 15 days of acceptance. It is non-refundable.

Room Reservation Fee, payable on or before May 1 475

This fee will be refunded if the College is notified in writing by May 1 of a student's withdrawal.

First Payment, payable on or before September 1 1350

After this date, the student will be considered to be enrolled for the entire college year and no refund, rebate, or reduction of any charges will be made by reason of withdrawal, dismissal, or absence from the College.

Comprehensive Fee, payable on or before September 1 100

Residence Hall Deposit, payable on or before September 1 50

Final Payment, payable on or before December 1 1350

For Senior Resident Students:

Room Reservation Fee, payable on or before May 1\$ 600

This fee will be refunded if the College is notified in writing by May 1 of a student's withdrawal, or if a student does not qualify academically for entrance into the senior year.

First Payment, payable on or before September 1 1350

After this date the student will be considered to be enrolled for the entire college year and no refund, rebate, or reduction on any charges will be made by reason of withdrawal, dismissal, or absence from the College.

Comprehensive Fee, payable on or before September 1 100

Final Payment, payable on or before December 1 1350

For Freshman Day Students:

Application Fee, to accompany application\$ 20

This fee, which covers the expenses involved in handling the applicant's portfolio, is not refundable and is not credited to the tuition.

<i>Deposit</i>	125
A deposit of \$125 is required within 15 days of acceptance. It is non-refundable.	
<i>First Payment</i> , payable on or before May 1	205
<i>Second Payment</i> , payable on or before September 1	550
After this date, the student will be considered to be enrolled for the entire college year and no refund, rebate, or reduction of any charges will be made by reason of withdrawal, dismissal, or absence from the College.	
<i>Comprehensive Fee</i> , payable on or before September 1	100
<i>Final Payment</i> , payable on or before December 1	550

For Senior Day Students:

<i>Deposit</i> , payable on or before May 1	\$ 330
This fee is not refundable except where a student does not qualify academically for entrance into the senior year.	
<i>First Payment</i> , payable on or before September 1	550
After this date, the student will be considered to be enrolled for the entire college year and no refund, rebate, or reduction of any charges will be made by reason of withdrawal, dismissal, or absence from the College.	
<i>Comprehensive Fee</i> , payable on or before September 1	100
<i>Final Payment</i> , payable on or before December 1	550

If parents find it necessary to make payments in a manner other than as outlined in the above schedule, they are requested to communicate with the College Comptroller.

Most of the College's expenses are of a continuing nature, such as faculty salaries and building maintenance. In order to plan and maintain these services for the entire school year, it is essential that the annual income from each student be assured. For this reason, students are enrolled only on the basis of the entire school year. The fact that school charges may be paid in two or more installments does not constitute a fractional contract.

In view of the foregoing, no refund or reduction of the total annual charge can be made for any reason including voluntary withdrawal, illness, suspension or dismissal. Because of this necessary regulation, the College makes available a Tuition Refund Plan which affords parents an opportunity to protect themselves against possible loss in the event of a withdrawal or



dismissal from classes. A folder explaining this Plan will be mailed to the parents of all enrolled students.

Book Charges

Books are purchased at the College Shop on a cash basis. The total cost for the year varies from \$90-\$120 depending on the course.

Stationery and supplies are extra and may be purchased on a cash basis at the College Shop.

Students enrolled in the Optometric Technician Program may expect an additional \$75-\$100 instrument cost in addition to normal book charges.

Banking Services

The National Shawmut Bank of Boston at the corner of Charles and Beacon Streets, two blocks from the College, offers complete banking services.

FINANCIAL AID

The financial aid program has been established to encourage enrollment at the College from students whose backgrounds represent a wide variety of interests, nationalities, geographic areas and religions. Applications for financial assistance should be secured from the Admissions Office and mailed to the Director of Financial Aid of the College prior to February 15. Financial assistance is available for Freshmen as well as Seniors.

Financial Aid is offered in the following categories:

Scholarships. As a non-profit institution, the Trustees of Fisher Junior College annually award a number of scholarships. In addition, awards are made by the Fisher Junior College Alumnae Association.

Grants. The College receives from the Federal Government, under the provisions of the Higher Education Act of 1965, Educational Opportunity Grant Funds. These grants range from \$200 to \$1000 per student. The recipients must qualify under regulations promulgated by the Department of Health, Education and Welfare.

College Work Study. The College participates in the Federally-supported College Work Study Program. Under this program, a limited number of students may work up to 15 hours weekly in the college dormitories and offices.

Loans. The College is a participant in the National Defense Student Loan Program. Detailed information on this program may be secured from the Director of Financial Aid.

Students desiring loans under the provisions of the Federally-supported Guaranteed Loan Program should contact their local banks.

ACADEMIC PROGRAMS

Fisher Junior College is a member of the New England Association of Schools and Colleges with full accreditation.

The Board of Higher Education of the Commonwealth of Massachusetts has granted to Fisher Junior College the right to confer the degrees of Associate in Science and Associate in Arts.

The Associate Degree

Programs of study are listed separately beginning on page 23 and lead to either the Associate in Science or the Associate in Arts degree. Nearly all of the programs have been designed to allow the student the opportunity to enter a career or transfer into a four-year program of study. This flexibility provides for changes in the goals of the individual student. Students with specific objectives should exercise care in choosing their program.

The One-Year Certificate

Two one-year secretarial programs are available, one for beginners who have had no prior study in typewriting, shorthand, accounting, and other secretarial skills. The second one-year program is for students with prior secretarial study who wish to refine and polish their existing skills and knowledges by taking advanced work in the business-secretarial sciences.

Depending upon their backgrounds and degree of skill, students may concentrate in one of the secretarial majors, e.g., medical, legal, international.

ACADEMIC INFORMATION

THE 4-4-1 ACADEMIC YEAR

In September of 1971, the College initiated a new academic year calendar.

The first semester begins shortly after Labor Day and is completed, with examinations, prior to the holidays in December. The second semester begins after the New Year and is completed, with examinations, by the end of April.

The month of May is devoted to internships (see Page 45) or to short courses, college-approved educational trips, work in social, religious, or community service organizations, or in approved research or independent study.

Graduation takes place as usual early in June.

The objectives of this type of academic year are to provide real experiences for the students in the world in which they must work and live and

to make the transition from formal study to their chosen occupation easier for them. In addition, it provides an opportunity for undecided students to explore an area of occupational or personal interest.

GRADES

An alphabetical marking system is used:

A	Excellent	B	Good	C	Average
D	Unsatisfactory (Conditional)	F	Failure		
WF	Withdrawal Failing	WP	Withdrawal Passing	I	Incomplete
W	Withdrawal				

An incomplete grade is given only when illness has prevented completion of required work within a semester and places a student on academic probation until she completes the required work. This must be done and the grade filed in the Office of the Academic Dean by the end of the fourth week of the following semester; after this period an Incomplete automatically becomes an F.

Scholastic averages are calculated on a four point system:

A	4 quality points	B	3 quality points	C	2 quality points
D	1 quality point	F	0	W	0

Any senior who has been advanced with a "D" grade but who is not doing passing work at the end of the first quarter, may be dropped from the course.

CLASS ATTENDANCE

Since the primary purpose of a college is its academic program, regular attendance at all classes, assemblies, and appointments is required of every student insofar as she is physically capable.

DEGREE REQUIREMENTS

In order to be eligible for the Associate Degree a candidate must:

- A. Earn the number of semester credits specified in the catalog for her course
- B. Earn at least 50 percent of the total semester-hour credits required for the degree at Fisher Junior College
- C. Meet the general or liberal arts education requirement in every course

English	6 hours
Humanities	6 hours
Social Science	6 hours
Natural Science	8 hours



- D. Achieve a minimum cumulative quality-point average of 1.9
- E. Meet specific grade requirements where indicated in any course or subject
- F. Receive the vote of the faculty
- G. Have at least one successful internship experience.

A degree will not be granted to any student who has not completed her last full year at Fisher Junior College.

Candidates for degrees must meet requirements both in quantity and quality of work within the time designated for the specific curriculum. Only under exceptional circumstances may a student make up credits for the degree after the normal period of attendance.

Only candidates for degrees or certificates participate in commencement exercises.

TRANSFER

A student intending to transfer to a four-year institution is expected to maintain the quality-point average required by that institution.

The student assumes the responsibility for contacting the college of her choice, for arranging her program at Fisher Junior College in consultation with the College Transfer Counselor and for meeting the requirements of that institution.

TRANSFER FROM OTHER INSTITUTIONS

A student wishing to transfer from another college to Fisher may do so, provided satisfactory academic and social credentials from the previous college are presented to the Admissions Committee.

ACADEMIC HONORS

Dean's List

In recognition of scholastic achievement, students who maintain a quality point ratio of 3.3 or higher for the work of an academic semester are named to the Dean's List. This list is announced at the end of each semester.

Honor Society

Nu Omega, a chapter of Phi Theta Kappa, the National Honor Society for American Junior Colleges, was established at Fisher Junior College in 1965.

To be eligible for invitation to the Society, a student must achieve a quality-point average of 3.0 (B), and be recommended by vote of the faculty. To remain in the Society, a student must maintain the same requisites.

Honor Graduates

A student whose cumulative quality-point average over the two-year period has been 3.3 or better is a candidate for honors at graduation.

Graduation with high honor is awarded to seniors who have achieved a cumulative quality-point average of 3.7 or better for the two-year period.

Candidates are selected on the basis of credentials submitted by May 15. Students not eligible as of that date do not qualify.

GENERAL INFORMATION

The College reserves the right:

To withdraw a course if fewer than fifteen students enroll, to drop any subject or to substitute another in its place.

To dismiss at any time a student whose conduct or academic standing indicates that she is unable or unwilling to conduct herself in a manner consistent with the principles of good conduct. In taking such action, the College need not assign a further reason. Neither the College nor any of its officers shall be under any liability whatsoever for such dismissal. Tuition and dormitory charges must be paid in full for the year.

To request the withdrawal of any student whose condition of health is either inadequate for college work or likely to endanger others.

The United States immigration authorities have accepted Fisher Junior College as an institution qualified to teach foreign students on students' visas.

The College is approved for children of veterans attending under P.L. 634.

Applications for student railway and bus tickets are available at the Reception Desk at 118 Beacon St. College students are not eligible for student tickets issued by the Massachusetts Bay Transit Authority.

The Administration Building at 118 Beacon Street is open daily Monday through Friday from 8:30 a.m. until 5 p.m. The offices are closed on legal holidays. Classes are in session from 9 a.m. until 4:15 p.m. Monday through Friday. There are no Saturday classes.

The Admissions Office at 118 Beacon Street is open Monday through Friday from 9 a.m. until 4:30 p.m. and on Saturday mornings by appointment only from 9 a.m. until 12 noon.

During June, July and August the Admissions Office is open from 9 a.m. to 4 p.m. Monday through Friday, and is closed on Saturdays. Out-of-town visitors should arrange for appointments in advance, especially during summer months.



DIVISION OF SECRETARIAL, BUSINESS AND PROFESSIONAL—ASSOCIATE IN SCIENCE DEGREE

EXECUTIVE SECRETARIAL

Today the executive secretary holds an enviable position in the business and professional world. She is prepared to assume responsibility and assist her employers in an executive capacity. Her studies in the liberal arts give her the background to enter any field of endeavor. In addition her skills make it possible to enter a profession of her choice. The secretary of today is an important young woman. She is articulate, responsible, logical, and well-poised. The demand is increasingly great for the graduate of this program. Also, graduates of this program may transfer to four-year institutions that prepare teachers of business education.

		<i>Semester Hours Credit</i>	
		<i>1st Sem.</i>	<i>2nd Sem.</i>
<i>First Year</i>			
En 101-102	Fundamentals of English	3	3
Se 101	Elementary Accounting (or)		3
Se 103	Intermediate Accounting		3
Se 111-112	Elementary Shorthand (or)	3	3
Se 113-114	Intermediate Shorthand (or)	2	2
Se 115-116	Shorthand Review	1	1
Se 121-122	Elementary Typewriting (or)	3	3
Se 123-124	Intermediate Typewriting (or)	2	2
Se 125-126	Typewriting Review	1	1
Electives*	Electives*		9-18
<i>Second Year</i>			
Se 103-104	Biology (or)	4	4
Sc 105-106	Physical Science	4	4
La 101/Ec 101	Law (or) Economics	3	
Ex 211-212	Dictation and Transcription	3	
Se 221-222	Advanced Typewriting	2	2
Ex 262	Executive Secretarial Procedures		3
Electives*	Electives*	3	3
		15	15

*First-year electives will vary according to levels of typewriting and shorthand taken. All students must take at least 30 credits the first year.

*Provided the general education or liberal arts requirements (Humanities, 6 hours; Social Science, 6 hours; Natural Science, 8 hours) are fulfilled within the two years, electives may be chosen from any subjects listed under these headings on Pages 54, 55.

Minimum credits required for graduation—60 and internship.

INTERNATIONAL SECRETARIAL

For the student who is interested in a career in government, travel, or foreign trade, and who is interested in languages, opportunity is offered to broaden her international perspective through the study of geography, history, cultural and economic development. This program meets the need of the student who has an aptitude for languages and wishes to include in her program either French or Spanish in preparation for a career where the chosen language is an important factor. Graduates of this program hold interesting and exciting positions with the government and business both at home and abroad. Some enter the airline service in various capacities. Some transfer to four-year institutions that prepare teachers of business education.

		<i>Semester Hours Credit</i>	
		<i>1st Sem.</i>	<i>2nd Sem.</i>
<i>First Year</i>			
En 101-102	Fundamentals of English	3	3
Ge 101-102	Geography of World Affairs	3	3
Se 101	Elementary Accounting (or)		3
Se 103	Intermediate Accounting		3
Se 111-112	Elementary Shorthand (or)	3	3
Se 113-114	Intermediate Shorthand (or)	2	2
Se 115-116	Shorthand Review	1	1
Se 121-122	Elementary Typewriting (or)	3	3
Se 123-124	Intermediate Typewriting (or)	2	2
Se 125-126	Typewriting Review	1	1
Foreign Language**	Foreign Language**	3	3
Electives*	Electives*		0-6
<i>Second Year</i>			
Sc 103-104	Biology (or)	4	4
Sc 105-106	Physical Science	4	4
Ec 211	International Business Relations	3	
Is 211-212	Dictation and Transcription	3	3
Is 201	International Secretarial Procedures		3
Se 221-222	Advanced Typewriting	2	2
Foreign Language**	Foreign Language** (or)		
(or) Electives*	Electives*	3	3
		15	15

*First-year electives will vary according to levels of typewriting and shorthand taken. All students must take at least 31 credits the first year.

**Proficiency in a foreign language must equal the fourth semester college level. Those able to meet this requirement may substitute any elective for a language, but are urged to take an advanced level or begin a second language.

*Provided the general education or liberal arts distribution requirements (Humanities, 6 hours; Social Science, 6 hours; Natural Science, 8 hours) are fulfilled within the two years, electives may be chosen from any subjects listed under these headings on Pages 54, 55.

Minimum credits required for graduation—60 and internship.

LEGAL SECRETARIAL

The exacting field of law provides excellent opportunities. Legal firms and lawyers are numerous, but good legal secretaries are scarce.

The Legal Secretarial course provides a means of orientation in the legal environment through instruction in law and legal terminology and through a practical course in legal procedure.

The course includes a study of the methods used in interviewing clients and the techniques of managing a collection department. Practice is given in preparing such legal papers as the summons, complaint, motions, subpoenas, and stipulations; taking question-and-answer testimony. Graduates of this program may transfer to four-year institutions that prepare teachers of business education.

		<i>Semester Hours Credit</i>	
		<i>1st Sem.</i>	<i>2nd Sem.</i>
<i>First Year</i>			
En 101-102	Fundamentals of English	3	3
La 101-102	Principles of Law	3	3
Se 101	Elementary Accounting (or)		3
Se 103	Intermediate Accounting		3
Se 111-112	Elementary Shorthand (or)	3	3
Se 113-114	Intermediate Shorthand (or)	2	2
Se 115-116	Shorthand Review	1	1
Se 121-122	Elementary Typewriting (or)	3	3
Se 123-124	Intermediate Typewriting (or)	2	2
Se 125-126	Typewriting Review	1	1
Electives*	Electives*		3-12
<i>Second Year</i>			
Sc 103-104	Biology (or)	4	4
Sc 105-106	Physical Science	4	4
Le 211-212	Dictation and Transcription	3	3
Le 271	Legal Terminology	3	
Le 272	Legal Secretarial Procedures		3
Se 221-222	Advanced Typewriting	2	2
Electives*	Electives*	3	3
		15	15

*Provided the general education or liberal arts requirements (Humanities, 6 hours; Social Science, 6 hours; Natural Science, 8 hours) are fulfilled within the two years, electives may be chosen from any subject listed under these headings on Pages 54, 55.

Minimum credits required for graduation—60 and internship.

MEDICAL SECRETARIAL

This versatile program prepares highly skilled secretaries for employment in the medical profession. With their specialized secretarial skills and their knowledge of medical practices and procedures, anatomy and physiology, clinical biology, medical terminology, and medical procedures, the graduates are in great and constant demand.

Graduates may, if they wish, qualify for examination for medical assistant certificates given by the American Association of Medical Assistants, or may continue with a third year of study in hospitals to qualify for examinations for such positions as cytotechnicians, radiological technicians, or medical technicians. They may also transfer to four-year colleges that prepare teachers of business education or major in business administration.

		<i>Semester Hours Credit</i>	
		<i>1st Sem.</i>	<i>2nd Sem.</i>
<i>First Year</i>			
En 101-102	Fundamentals of English	3	3
Sc 101-102	Anatomy & Physiology	4	4
Se 111-112	Elementary Shorthand (or)	3	3
Se 113-114	Intermediate Shorthand (or)	2	2
Se 115-116	Shorthand Review	1	1
Se 121-122	Elementary Typewriting (or)	3	3
Se 123-124	Intermediate Typewriting (or)	2	2
Se 125-126	Typewriting Review	1	1
Electives*	Electives*		6-12
<i>Second Year</i>			
Sc 203-204	Clinical Biology	2	2
Me 291	Medical Terminology	3	
Me 296	Medical Secretarial Procedures		3
Me 211-212	Dictation and Transcription	3	3
Se 101	Elementary Accounting	3	
	or		
Se 103	Intermediate Accounting	3	
Se 221-222	Advanced Typewriting	2	2
Electives*	Electives*	3	6
		16	16

*Provided the general education or liberal arts distribution requirements (Humanities, 6 hours; Social Science, 6 hours; Natural Science, 8 hours) are fulfilled within the two years, electives may be chosen from any subjects listed under these headings on Pages 54, 55.

*First-year electives will vary according to levels of typewriting and shorthand taken. All students must take at least thirty-one (31) credits the first year.

Minimum credits required for graduation—62 and internship.

MEDICAL ASSISTANT

Well-trained medical assistants are in high demand because of rapidly expanding health care and medical service programs. The medical assistant degree program furnishes the student with the knowledge, skills, and practical experience needed to work in community health centers, clinics, medical offices, laboratories, and research facilities.

Graduates may take certificate examinations given by the American Association of Medical Assistants. By continuing training for a third year in a hospital approved by the American Medical Association they may qualify for certification examinations to become cytotechnicians, radiological technicians, or medical technicians. Freshman year internship is optional. Senior year internship is required.

		Semester 1st Sem.	Hours 2nd Sem.	Credit
First Year				
Sc 101-102	Anatomy and Physiology	4		4
En 101-102	Fundamentals of English	3		3
Se 121-122	Elementary Typewriting (or)	3		3
Se 123-124	Intermediate Typewriting (or)	2		2
Se 125-126	Typewriting Review	1		1
La 101	Principles of Law			3
		9-12		
Second Year				
Sc 203-204	Clinical Biology	2		2
Ps 201	Introduction to Psychology			3
Me 291	Medical Terminology	3		
Me 296	Medical Secretarial Procedures			3
Se 221-222	Advanced Typewriting (or)			
	Elective	2 (or) 3		2 (or) 3
Se 101	Elementary Accounting (or)	3		
Se 103	Intermediate Accounting	3		
La 201	Law & Ethics of Health Care			3
Electives*	Electives*	6		3
		16		16

*Provided the general education or liberal arts distribution requirements (Humanities, 6 hours; Social Science, 6 hours; Natural Science, 8 hours) are fulfilled within two years, electives may be chosen from any subjects listed under these headings on Pages 54, 55. For those students primarily interested in laboratory work science electives are recommended.

Minimum credits required for graduation—62 and internship.

ADMINISTRATIVE ASSISTANT

This course is planned for those who do not have a compelling interest in a specific business or profession, but who would like to combine a strong liberal arts program with some secretarial or business education. By the judicious selection of electives, a student may prepare herself in this program to become an assistant in any of the business or professional fields such as retailing, banking, insurance, airlines, the Federal Government and many others.

		<i>Semester Hours Credit</i>	
		<i>1st Sem.</i>	<i>2nd Sem.</i>
<i>First Year</i>			
En 101-102	Fundamentals of English	3	3
Electives*	History or Government	3	3
En 191	Speech	3	
La 101/Ec 101	Law/Economics	3	3
Electives**	Secretarial-Business	3	6
		15	15
<i>Second Year</i>			
Sc 103-104	Biology	4	4
or	or		
Sc 105-106	Physical Science	4	4
Ex 262	Executive Secretarial Procedures		3
Electives*	Humanities, Social Science	6	6
Electives**	Secretarial-Business	6	3
		16	16

*Provided the general education or liberal arts distribution requirements (Humanities, 6 hours; Social Science, 6 hours; Natural Science, 8 hours) are fulfilled within the two years, electives may be chosen from any subjects listed under these headings on Pages 54, 55.

**To be selected from Secretarial-Business electives listed on Page 55.

Minimum credits required for graduation—62 and internship.

OPTOMETRIC TECHNICIAN

The Optometric Technician program has been designed to provide associates for Optometrists and Ophthalmologists. Fisher Junior College, the degree granting institution, and the Massachusetts College of Optometry, the professional institution, have cooperated to bring about this program.

The graduate of the Optometric Technician program will bring to her work extensive technical training in visual science and optometric procedures, plus expertise in secretarial office procedures and substantial study in the liberal arts. All graduates will have had an intensive internship in an optometric clinic, and will qualify for registration in the American Optometric Association as an optometric technician.

The Optometric Technician, as a member of a vision care team, will assist the specialist in the conduct and operation of his practice, dealing directly with the patient, often a child, in such areas as frame styling and selection, fitting and dispensing of prescription spectacles, visual training, instruction in contact lens hygiene, care, placement and removal, and vision screening.

		<i>Semester Hours Credit</i>	
		<i>1st Sem.</i>	<i>2nd Sem.</i>
<i>First Year</i>			
En 101-102	Fundamentals of English	3	3
Ma 101-102	Intermediate College Mathematics (or)	3	3
Ma 103-104	Advanced College Mathematics	3	3
Se 121-122	Elementary Typewriting (or)	3	
Se 123-124	Intermediate Typewriting (or)	2	
Se 125-126	Typewriting Review	1	
Op 101	Optometric Orientation	2	
Op 102	Ophthalmic Optics	3	
Op 103	Ophthalmic Dispensing		3
Op 104	Clinical Practice		1
Ps 201	General Psychology		3
Se 101	Elementary Accounting or Elective		3
Elective*	Elective in Humanities*	3	
<i>Second Year</i>		15-17	15
Sc 205	Human Anatomy & Physiology	4	
Op 206	Visual Science		4
Op 201-202	Optometric Procedures	4	4
Op 203-204	Clinical Practice	2	2
Op 205	Optometric Office Procedures		3
Ps 206	Personal and Group Communications	3	
Electives*	In Humanities or Social Science	3	3
		16	16

*First semester requirement dependent on level of typewriting taken.

Minimum credits required for graduation—63 and internships in first and second year.

ONE-YEAR CERTIFICATE PROGRAMS**ONE-YEAR ADVANCED SECRETARIAL PROGRAM**

This is designed as an advanced course for students with prior training in business-secretarial subjects. A strong secondary school background in shorthand and typewriting is required for admission. Standards for admission to this program in shorthand are an accurate knowledge of basic theory and the ability to take dictation at the speed of sixty (60) words per minute and transcribe it accurately in mailable form. The standards for admission to typewriting are a prior basic formal course in the touch system and a minimum speed of fifty (50) words per minute. At the end of one year the student is expected to have reached a high level of secretarial competence. A greater number of liberal arts elective courses are available here than in the beginner's program. With proper background and/or choice of electives, the student may concentrate in legal, international, or medical work.

		Semester 1st Sem.	Hours 2nd Sem.	Credit
Ex, IS, Le or				
Me 211-212	Dictation and Transcription	3		3
Se 221-222	Advanced Typewriting	2		2
En 101-102	Fundamentals of English	3		3
Se 101	Elementary Accounting (or)	3		
Se 103	Intermediate Accounting	3		
Ex 262	Secretarial Procedures			3
Elective*	Elective in Literature			3
Free Electives*	Free Electives*	6		3
		17		17

*Electives may be chosen from any subjects listed on Pages 54, 55.
Minimum credits required for graduation—34.

ONE-YEAR SECRETARIAL PROGRAM FOR BEGINNERS

This One-Year Secretarial program, through its intensified work in shorthand and typewriting, plus other secretarial courses, is calculated to develop a level of competence necessary to insure employment, and open doors to interesting futures.

Generally, the student enrolling in this program will be a recent high school graduate who desires one year of college before seeking employment, a college student who finds that her goals have changed, or a married woman wishing to resume employment.

Fisher's free, life-long placement service is available and effective in finding employment for the graduate of this certificate program.

		<i>Semester Hours Credit</i>	
		<i>1st Sem.</i>	<i>2nd Sem.</i>
Se 100	Shorthand Theory & Practice	5	5
Se 121-122	Elementary Typewriting	3	3
En 101-102	Fundamentals of English	3	3
Se 101	Elementary Accounting	3	
Ex 262	Secretarial Procedures		3
Free Electives*	Free Electives*	3	3
		17	17

*Electives may be chosen from any subjects listed on Pages 54, 55.
Minimum credits required for graduation—34.

RETAIL MERCHANDISING

A two-year program of study for young women desiring a strong training in the field of retailing.

Graduates of the program will find themselves prepared to assume responsible positions in the areas of store operation and management, buying and customer relations, accounting, and design and display.

Both academic years are based upon a core of liberal arts subjects and contain necessary related and specialized courses.

Students will spend a full-month work internship in December of both years in a retail store in Metropolitan Boston. This work should provide invaluable experiences upon which to base career choices.

		<i>Semester Hours Credit</i>	
		<i>1st Sem.</i>	<i>2nd Sem.</i>
<i>First Year</i>			
En 101-102	Fundamentals of English	3	3
Rm 101	Sales	3	
Rm 102	Principles of Advertising	3	
En 103	Business Communication	3	
Elective	Social Science	3	3
Rm 104	Retail Operation and Management		3
A 102	Fashion Analysis		3
Ma 107	Business Mathematics		3
		—	—
		15	15
<i>Second Year</i>			
	Elementary Accounting	3	
	Retail Merchandising	3	3
	Retail Buying	3	
	Business Law	3	
	Humanities Elective	3	3
	Retail Accounting		3
	Introduction to Economics		3
	Credit and Collections		3
		—	—
		15	15

Students will spend two months in an internship program: one in December of the first year, the other in December of the second year.

Minimum credits required for graduation—60 plus two internships.

HOTEL-MOTEL MANAGEMENT

We believe that opportunities for interesting and rewarding careers, lives of usefulness and service, the chance for the romance and excitement of travel, far-off places, and constant encounter with new personalities and events, exist in the Hotel-Motel industry.

A variety of career opportunities are available. Some of the many are in sales and promotion, executive housekeeping, social directorships, office operations, personnel work, travel sales and arrangements, food service management, and accounting.

Leading to an Associate in Science degree, this program has been arranged to provide employment at the end of two years, or to effect transfer to four-year programs in the field. Ample opportunities are available for practical internships in the Greater Boston Area.

	Semester Hours Credit	
	1st Sem.	2nd Sem.
<i>First Year</i>		
Fundamentals of English	3	3
General Psychology	3	
Mathematics	3	
Communications	3	
Basic Food Preparation	3	
Art—Design		3
Introduction to Sociology		3
Elementary Accounting (or)		3
Intermediate Accounting		
Advanced Food Preparation		3
	—	—
	15	15
Internship—Month of May		
<i>Second Year</i>		
Introduction to Economics	3	
Personnel Management	3	
Intermediate Accounting (or)	3	3
Advanced Accounting		
Marketing I and II	3	3
Office Operations	3	
Business Law		3
Property Management		3
Seminar in Foods		3
Elective*	3	3
	—	—
	15	15
Internship—Month of May		

*Depending on the level of accounting achieved.

Hours required for graduation—60 plus internship in May of both freshman and senior years.

DIVISION OF LIBERAL ARTS AND GENERAL EDUCATION—ASSOCIATE IN ARTS DEGREE

LIBERAL ARTS

The Fisher Junior College Liberal Arts curriculum is varied, but fundamentally it endeavors to develop an intellectual approach to life. It encourages a young woman to express, exchange, and evaluate intellectual ideas and in so doing assists her to find a successful place in any pattern of life she may pursue.

The Liberal Arts program is designed to stimulate the student to continue her education at a senior college with self-confidence and with an awakened intellectual curiosity.

For students who plan to transfer to a senior college, this program parallels the freshman and sophomore years at the majority of four-year institutions. This program is recommended for those students desiring to teach at the secondary level.

		<i>Semester Hours Credit</i>	
		<i>1st Sem.</i>	<i>2nd Sem.</i>
<i>First Year</i>			
En 101-102	Fundamentals of English	3	3
Ma 101-102	Mathematics, Intermediate (or)	3	3
Ma 103-104	Mathematics, Advanced (or)	3	3
Ma 105-106	Modern Mathematics	3	3
Hi 101-102	History of Western Civilization	3	3
Electives*	Electives*	3-4	3-4
Foreign Language**	Foreign Language**	3	3
		15-16	15-16
<i>Second Year</i>			
En 123-124	English Literature	3	3
Sc 103-104	Biology (or)	4	4
Sc 105-106	Physical Science	4	4
Electives*	Electives*	6-8	6-8
Foreign Language**	Foreign Language**	3	3
		16-18	16-18

*Provided the general education or liberal arts distribution requirements (Humanities, 6 hours; Social Science, 6 hours; Natural Science, 8 hours) are fulfilled within the two years, electives may be chosen from any subjects listed under these headings on Pages 54, 55.

**Listed on Pages 43, 44 (Proficiency in a foreign language must equal the fourth semester college level). Those who can meet this requirement upon entrance may substitute another elective, or take a second language.

Minimum credits required for graduation—62 and internship.

CHILD STUDY

The Child Study program is a two-year degree program to prepare young women to assume responsibility in nursery schools, in kindergartens, and in day-care centers. Flexibility in the Child Study program provides a choice of completion in two years or transfer to a four-year college.

The curriculum consists of liberal arts core courses, specialized courses in child growth and development, instruction in methods of teaching the young child, and practice-teaching at the pre-school level during the academic year and in the May Internship.

Applicants should be able to work well under supervision, should like children and enjoy working with them, possess some knowledge of music, and show imagination in devising and directing activities of interest and worth to small children.

		<i>Semester Hours Credit</i>	
<i>First Year</i>		<i>1st Sem.</i>	<i>2nd Sem.</i>
En 101-102	Fundamentals of English	3	3
Ps 201	General Psychology	3	
Ps 203	Human Growth and Development		3
So 101	Introduction to Sociology	3	
So 103	The Family		3
Electives*	Electives*	6-8	6-8
		15-17	15-17
<i>Second Year</i>			
Ed. 101-102	Methods and Approaches in Teaching Children	4	4
Ed 103	Workshop in Early Childhood Education	6	
Ps 221-222	Child Development	3	3
Ed 104	Children's Art		3
Electives*	Electives*	3-4	6-7
		16-17	16-17

*Electives must include at least six credits in Humanities and six credits in Social Science and six or eight credits in mathematics or natural science. Electives should be chosen carefully if transfer to a senior college is a consideration.

Minimum credits required for graduation—62 and internship.

CHILDREN'S PSYCHIATRIC AIDE

Warm, sympathetic, intelligent young women who have a desire to aid children will find deep satisfaction in working with mentally disturbed youngsters in hospitals and clinics.

The Children's Psychiatric Aide is a two-year program leading to the Associate in Arts degree. Studies are concentrated heavily in psychology and sociology, with emphasis on the social psychology of the young, work in the art, music, and literature of children. Practical experience is provided by an intensive internship program.

<i>First Year</i>		<i>Semester Hours Credit</i>	
		<i>1st Sem.</i>	<i>2nd Sem.</i>
En 101-102	Fundamentals of English	3	3
Ps 201	General Psychology	3	
So 101	Introduction to Sociology	3	
Ps 203	Human Growth & Development		3
So 103	The Family		3
Ps 207	Therapy Procedures		3
Electives*	Electives*	6-8	3-4
		15	15

May Internship required at end of freshman year.

<i>Second Year</i>			
A 121	Children's Art	3	Internship
Mu 101	Children's Music	2	for
En 301	Children's Literature	2	Entire
Ps 221	Child & Adolescent Psychology	3	Second
Ps 205	Abnormal Psychology	3	Semester
Ed 101	Methods & Materials in Teaching		
	Children	4	
		16	16

*Electives should be chosen carefully, with consideration given to further study beyond the associate degree, or to the needs of the particular position to which the psychiatric aide wishes to go at the end of two years. If mathematics and science are elected, Ma 105-06 and Sc 101-02 or Sc 201-02 are recommended.

GENERAL EDUCATION

A general program of courses suggested for those students who either have not decided upon a specific career or who want but two years of college education. The curriculum is largely exploratory in nature, generous in elective offerings, and designed to serve the individual needs of the college student through careful choice of electives. Graduates of this program may continue their education by transferring to a four-year college or university.

		<i>Semester Hours Credit</i>	
		<i>1st Sem.</i>	<i>2nd Sem.</i>
<i>First Year</i>			
En 101-102	Fundamentals of English	3	3
Hi 101-102	History of Western Civilization (or)	3	3
Hi 151-152	U.S. Social History	3	3
Elective	Humanities	3	3
Electives*	Electives*	6-8	6-8
		15-17	15-17
<i>Second Year</i>			
Sc 103-104	Biology (or)	4	4
Sc 105-106	Physical Science	4	4
Elective	Literature Elective	3	3
Electives*	Electives*	9-10	9-10
		16-17	16-17

*Provided the general education or liberal arts distribution requirements (Humanities, 6 hours; Social Science, 6 hours; Natural Science, 8 hours) are fulfilled within the two years, electives may be chosen from any subject listed under these headings on Pages 54, 55.
Minimum credits required for graduation—62 and internship.

PRE-TEACHING

Teachers of the mentally retarded, emotionally disturbed, socially disadvantaged, and of children with reading difficulties are still in demand. Teaching is a profession that has been rewarding and fulfilling for the educated woman.

This program leads to the Associate in Arts degree. It parallels the first two years of an elementary education program in a four-year institution. Graduates may transfer to specialized programs of the nature stated above or to programs for the education of normal children.

		<i>Semester Hours Credit</i>	
		<i>1st Sem.</i>	<i>2nd Sem.</i>
<i>First Year</i>			
En 101-102	Fundamentals of English	3	3
Hi 101-102	History of Western Civilization	3	3
Elective	Fine Arts Elective	3	3
En 101	Speech		3
Ma 101-102	Mathematics, Intermediate (or)	3	3
Ma 103-104	Mathematics, Advanced (or)	3	3
Ma 105-106**	Modern Mathematics	3	3
Electives*	Electives*	3	
		—	—
		15	15
<i>Second Year</i>			
Sc 103-104	Biology (or)	4	4
Sc 105-106	Physical Science	4	4
Elective	English Literature Elective	3	3
Ps 201	Introduction to Psychology	3	
Ps 203	Human Growth and Development		3
So 101	Introduction to Sociology		3
Elective*	Elective*	6	3
		—	—
		16	16

*Provided the general education or liberal arts distribution requirements (Humanities, 6 hours; Social Science, 6 hours; Natural Science, 8 hours) are fulfilled within the two years, electives may be chosen from any subjects listed under these headings on Pages 54, 55.

**Recommended for potential elementary teachers.

Minimum credits required for graduation—62 and internship.

BEHAVIORAL SCIENCE

The Behavioral Science program has been designed to provide associates for highly-trained professionals such as psychiatrists, social workers, directors of guidance, head-nurses, personnel directors, and deans of students. The graduate of this program will bring to her work understanding, judgment, and wisdom as she encounters the problems of her employer's profession. This program lends itself to transfer to four-year programs of study, and leads to an Associate in Arts degree.

		<i>Semester Hours Credit</i>	
		<i>1st Sem.</i>	<i>2nd Sem.</i>
<i>First Year</i>			
En 101-102	Fundamentals of English	3	3
Ps 201	Introduction to Psychology	3	
Ps 203	Human Growth and Development		3
Sc 107-108	Biological Foundations of Human Development	4	4
So 101	Introduction to Sociology	3	
Elective	Humanities Elective	3	3
So 103	The Family (or)		3
Ps 204	Social Psychology		3
		—	—
		16	16
<i>Second Year</i>			
Ps 205	Abnormal Psychology	3	
La 201	Law and Ethics of Health Care		3
So 201	Personal and Community Problems	3	
So 202	Large Scale Organizations	3	
Ps 206	Personal and Group Communications		3
Ps 207	Therapy Procedures		3
Elective	Elective		3
		—	—
		15	15

Minimum credits required for graduation—62 and internship.



COURSES OF INSTRUCTION

SEMESTER HOURS (or credit hours)

The college year is divided into two semesters of about fifteen weeks each, and a one month internship period. Course credits are indicated by the term *semester hours*. Most courses at Fisher Junior College meet three times a week and earn three semester hours of credit. In general, a semester hour of credit represents one hour a week of classroom lecture or two hours of laboratory; some skill courses also receive one credit for two hours of class.

COURSE NUMBERS

Courses numbered on the 100 level are planned primarily for first-year students. Occasionally a course on the 100 level may be taken by a second-year student; courses on the 200 level are generally for second-year students.

Courses ending in odd numbers (101) are offered in the first semester, and even-numbered courses (102) are offered in the second semester. However, a course usually given in the first semester but offered or repeated in the second semester bears an odd number.

Full-year courses are indicated by hyphens between the first and second-semester numbers. Credit is given for the full year only; no credit is given for one part of the course without the other.

Whenever prerequisite courses are required, the catalogue so indicates. If a course is taught only in alternate years, it is so marked.

EDUCATION

METHODS AND APPROACHES IN TEACHING CHILDREN (Ed 101-102) A presentation of the essentials of good early childhood education, with emphasis on the methods and materials used to develop the physical, social, emotional, and intellectual characteristics of the child. Study will be made of the several contemporary approaches now utilized in early childhood education. Three hours per week of observation in addition to class work required. 4 hours per week, both semesters.

8

WORKSHOP IN EARLY CHILDHOOD EDUCATION (Ed 103) This practicum presents the special methods and materials used in early childhood teaching. Areas of interest are (1) the arts, including music, movement, literature and language, (2) the sciences, including mathematics and cognitive development. A unified, comprehensive approach is stressed. Six hours a week, first semester.

6

CHILDREN'S ART (Ed 104) For child study students to gain an understanding of the art world of the child, a knowledge of the kinds of art that encourage creativity, and an application of the standards used in judgmental processes of children's art. Three hours a week, second semester.

3

ENGLISH

- FUNDAMENTALS OF ENGLISH** (En 101-102) An integrated study of English as a medium of communication. First semester: interpretative and evaluative reading. A close textual analysis of essays on subjects relevant to contemporary life. Frequent written assignments. Second semester: relationship of language and literature to personal experience. An historical analysis of the literary genres: the novel, the short story, the drama, and poetry. 3 hours a week, both semesters. 6
- BUSINESS COMMUNICATION** (En 103) A course designed to awaken and develop creative, logical, and critical thinking as applied to the problem-solving nature of business communications. The major emphasis is on developing the ability to express oneself effectively, especially in the written form. Four hours per week, first semester. (1972-73) 3
- EARLY BRITISH NOVEL** (En 121) The British novel from its beginning in the eighteenth century: Defoe, Fielding, Austen. The great Victorian writers: Thackeray, the Brontes, Dickens, Eliot. Three hours a week, first semester. (1973-74) 3
- ENGLISH LITERATURE** (En 123-124) First semester: principal authors of Great Britain and Ireland from the Anglo-Saxon period through the eighteenth century. Second semester: from the Romantic poets of the early nineteenth century to the novelists and playwrights of today. 3 hours a week, both semesters. 6
- TWENTIETH CENTURY BRITISH NOVEL** (En 125) Concentrated study of social and aesthetic problems that concerned the novelists during the first half of the twentieth century. Emphasis on major writers such as Joyce, Woolf, James, Forster, Lawrence, Huxley, Gaddis, Paton, Conrad, and Greene. Three hours per week, second semester. (1973-74) 3
- MODERN AMERICAN DRAMA** (En 143) A view of American drama from 1900 to the present and a study of the American playwright as reflecting the social, philosophical, and psychological temper. O'Neill, Anderson, Hellman, Williams, Miller, Inge, Albee, Hawkes, and Kopit. 3 hours a week, first semester. (1973-73) 3
- THE TWENTIETH CENTURY AMERICAN NOVEL** (En 145) Outstanding American novelists of the twentieth century, with emphasis on the social outlook they imply. Hemingway, Faulkner, Steinbeck, McCullers, Burns, West, Ellison, Malamud, and Hawkes. Three hours a week, second semester. (1972-73) 3
- CONTEMPORARY DRAMA** (En 152) Analysis and appreciation of the significant plays of the European and British stage from Ibsen and Strindberg to Brecht and Beckett. Drama as representative of social and political thinking of our times. The interpretation and purpose of expressionism, the epic theatre, and absurdism as specific methods of dramatic presentation. Film making as a separate medium. 3 hours a week, second semester. (1973-74) 3
- MODERN NOVEL** (En 154) A critical study, interpretation, and evaluation of representative novels of the twentieth century. The significance of the works of such writers as Kafka, Camus, Joyce, and Hesse will be examined. Lectures, discussions, and written critiques. 3 hours a week, second semester. (1972-73) 3
- MAJOR WOMEN WRITERS** (En 155-156) First semester: an evaluation of significant Continental and British writers with particular emphasis on Colette, Duras, de Beauvoir, Woolf, Austen, the Brontes, and Nin. Second semester: An analysis of the contributions of American writers, focusing on Stein, Welty, O'Connor, Mc-

Carthy, Sontag, Mead, McCullers, and Kael. Three hours per week, both semesters. (1972-73) 6

WESTERN WORLD LITERATURE (En 157-158) First semester: Homer and the Greek dramatists of the fifth century B.C. The national epics of medieval Europe. Dante and Boccaccio. The poets and satirists of the Renaissance. Second semester: Neoclassicism. Moliere, Racine, Voltaire. Romanticism, realism, naturalism. Goethe, Flaubert, Ibsen, Dostoevsky. Proust and stream-of-consciousness. Existentialism and the concept of the absurd. Kafka, Camus, Sartre. 3 hours a week, both semesters. (1972-73) 6

NINETEENTH CENTURY NOVEL (En 159) A study in depth of significant novels of Hawthorne, James, Balzac, Flaubert, Stendhal, Dostoevsky, and Tolstoy. 3 hours a week, first semester. (1972-73) 3

SPEECH (En 191) Practice in overcoming diction defects and self-consciousness and in addressing formal and informal groups. The logical organization and the clear and interesting presentation of material are emphasized. 3 hours a week, either semester. 3

FOREIGN LANGUAGES

A student who enters an elementary language is urged to continue in the same language for two years.

It is recommended, but not required, that students who meet qualifications for the advanced level select a different language for their college program. Language is not offered beyond the advanced level.

Every student in the International Secretarial program and in the Liberal Arts program must take two years or equivalent in one foreign language.

A minimum of two hours a week in the learning laboratory is required in all language courses.

French

ELEMENTARY FRENCH (FL 101-102) For those who have not had French previously. The purpose of the course is to provide a basic foundation in the four fundamental areas of language learning: writing, reading, speaking, and comprehending. To this end the classes are conducted so as to provide the maximum amount of contact in the speaking and comprehending areas, while the assignments tend to stress more the skills of reading and writing. 3 hours a week, both semesters. 6

INTERMEDIATE FRENCH (FL 203-204) For those who have had one year of college French or two years of high school French. The purpose of the course is to review the four fundamental areas of language learning: reading, writing, speaking, and comprehending and to continue the study of French geography, history, and culture. To this end the classes are conducted so as to provide the maximum amount of contact in the speaking and comprehending areas, while the assignments tend to stress the skills of reading and writing. 3 hours a week, both semesters. 6

ADVANCED FRENCH (FL 205-206) For those students who have had two years of college French or three or more years of high school French. The purpose of the course is to consolidate the student's knowledge of French grammar and com-

position and increase ability in speaking and comprehending. Students examine carefully a number of significant selections from French literature, and through lectures, a cultural text, and audio-visual aids, become familiar with France, French history and cultural movements from the early beginnings through the Twentieth century. 3 hours a week, both semesters. 6

Spanish

ELEMENTARY SPANISH (FL 151-152) For those who have not had Spanish previously or for those whose preparation in the spoken and written language is not sufficient for Spanish, FL 251-252. Conversation, pronunciation, reading, and writing with a brief study of grammatical structure are stressed. Readings from Spanish and Spanish-American geography, history and, culture increase the student's knowledge and appreciation of the Spanish-speaking world. 3 hours a week, both semesters. 6

INTERMEDIATE SPANISH (FL 251-252) Prerequisite, Spanish (FL 151-152) or two years of Spanish in secondary school. Review of fundamental grammar principles and pronunciation with the study of the finer points and nuances of speech. Extensive practice in conversation, oral and written composition, and readings in representative Spanish and Latin-American texts. 3 hours a week, both semesters. 6

ADVANCED SPANISH CONVERSATION AND READING (FL 253-254) Prerequisite, Spanish (FL 251-252) or three years of Spanish in secondary school. Emphasis on increased facility in free conversation and in the writing of original compositions. Reading texts are chosen from Spanish and Latin-American literature. These form the basis of conversation. 3 hours a week, both semesters. 6

HUMANITIES

DRAWING, PAINTING, AND VISUAL FUNDAMENTALS (A 101) Elementary disciplines in drawing and painting from life, with emphasis on personal creative development. Basic problems in color and composition presented in collage. Outside work required. 3 hours a week, either semester. 3

FASHION ANALYSIS (A 102) The background of fashion and merchandise information of a practical value in the designing, buying, and selling of apparel and other merchandise. 3 hours a week, second semester. 3

APPRECIATION OF FINE ARTS (Fa 101) The study of architecture, painting, and sculpture as developed through the cultural periods of mankind, including those of Egypt, Mesopotamia, Greece, and Rome: the Byzantine Empire and Islam: the Middle Ages; and culminating in Romanesque and Gothic art. The course includes regular seminars in the local museums and galleries. 3 hours a week, first semester. 3

APPRECIATION OF FINE ARTS (Fa 102) Continuation of the study of the European architecture, painting, and sculpture from the Renaissance, the Baroque, and nineteenth-century periods to the modern period, including abstract and contemporary art. The course includes regular seminars in the local museums and galleries. 3 hours a week, second semester. 3

GREAT MASTERS OF ART (Fa 111) An analysis of the work of some of the great masters of European art including DaVinci, Raphael, Michelangelo, Rembrandt, Rubens, Lorraine, Goya, Monet, Renoir, Van Gogh, Picasso, Matisse. 3 hours a week, first semester. 3

INTRODUCTION TO THEATRE (Fa 131) The drama is studied in three values, as art, literature, and intellectual entertainment. A survey is made of the great periods of theatre from Ancient Greece to the present, studying great playwrights and interpreting their masterpieces. The theatre is examined in its reflection of socio-cultural ideas proving the eternal recurrence of human experience in society. Students are required to attend professional plays in Boston. 3 hours a week, either semester. 3

GREAT COMPOSERS (Fa 153) This course is designed to guide the listener in his search for an understanding and enjoyment of music through an examination of outstanding musical personalities from the Renaissance to the contemporary period, relevant influences of the period in which they lived and composed, their forms and style. The course includes analysis and discussion of selected works by the great masters of music. Operas and concerts performed in Boston are attended. 3 hours a week, second semester. 3

EIGHTEENTH CENTURY WESTERN CULTURE (Hu 141) A cultural history of Europe in the period from 1650 to 1815 embracing the Age of Enlightenment, the French Revolution, and the Napoleonic Era, stressing the intellectual currents of the period and their historical, social, political, and cultural backgrounds. A knowledge of European history is desirable. 3 hours a week, first semester. 3

NINETEENTH CENTURY WESTERN CULTURE (Hu 142) A cultural history of Europe in the period from 1815 to 1914. The course considers the origins of national and social ideologies and their influence upon the cultural life of the period, and the romantic, realistic, nationalistic, and symbolic schools of thought during the period. 3 hours a week, second semester. 3

ANCIENT AND MEDIEVAL PHILOSOPHY (Hu 203) A study of the aims, methods, and systems of philosophy in early Western culture. Such figures as Socrates, Plato, Aristotle, St. Augustine, and St. Thomas Aquinas are studied. 3 hours a week, first semester. 3

MODERN PHILOSOPHY (Hu 204) A study of the leading philosophers and philosophical postures from Descartes to Sartre, including Spinoza, Locke, Hume, Kant, Hegel, Marx, Schopenhauer, Nietzsche, and Bergson. 3 hours a week, second semester. 3

INTRODUCTION TO MUSICAL INSTRUMENTS (Mu 102) Designed primarily for child study majors with little or no skill in piano or guitar. The rudiments of beginning piano or guitar and of music theory are presented. Class limited to twelve. Permission of instructor required. 3 hours a week, either semester. 3

INTERNSHIP (In 100)

Three semester hours of credit

The one-month internship, amounting to approximately 120 hours of experience, is required of all students in the following majors: Medical secretaries and medical assistants, who will intern in hospitals, clinics, or other approved medical facilities; legal secretaries, who will intern in legal offices, courts, legal aid societies, or other approved legal facilities; international secretaries, who will intern in situations where international experience is

available, such as import-export firms, consulates, and so forth; executive secretaries and administrative assistants, who will be placed in appropriate business-secretarial positions; behavioral science majors, who will intern in mental health or social service agencies; optometric technicians, who will intern in one of the clinics operated by the Massachusetts College of Optometry; child study majors, who will intern in kindergarten, nursery schools, day care centers, or other similarly approved situations; pre-teaching program, whose students will intern in public or private school at the appropriate levels as teacher aides. The College will approve and arrange placements. The College staff will supervise.

Students not falling in any of the above categories shall engage in other approved activities such as short courses, educational trips approved by the College, approved work in social, religious, or community services, or approved research or independent study. Pass or Fail

LAW

PRINCIPLES OF LAW (La 101) A general study of courts and court procedures. A study of the laws which are involved in contracts, sales, and negotiable instruments; and a study of the laws governing employment and employer-employee relationships. 3 hours a week, either semester. 3

PRINCIPLES OF LAW (La 102) Prerequisite, La 101. A general study of the laws affecting the organization of business enterprises (private enterprise, partnerships, corporations), and of the laws of insurance, wills, and property. Attention is given to those aspects which are important for a secretary, especially one in the legal field, to understand. 3 hours a week, second semester. 3

LAW AND ETHICS OF HEALTH CARE (La 201) A study of the aspects of law and ethics relating to institutions and individuals engaged in dealing with problems of human behavior. Attention is given to current health and welfare legislation. 3 hours a week, second semester. 3

MATHEMATICS

INTERMEDIATE COLLEGE MATHEMATICS (Ma 101-102) Prerequisites, two years of high school algebra and one year of geometry. Reviews advanced algebra, including problems involving the processes being studied. The trigonometry consists of a study of angles, right and oblique triangles, and trigonometric identities, with the solution of problems involving these principles. 3 hours a week, both semesters. 6

ADVANCED COLLEGE MATHEMATICS (Ma 103-104) Prerequisites, Mathematics (101-102) or three years of college preparatory mathematics. The analytical geometry stresses knowledge of the equations for straight lines and such curves as the circle, parabola, and hyperbola with problems involving this knowledge. Introductory calculus studies the change in a function produced by a change in the

independent variable and develops the derivative from the theory of limits and its use in determining maximum and minimum values. 3 hours a week, both semesters. 6

PRINCIPLES OF MODERN MATHEMATICS (Ma 105-106) A new approach and emphasis on mathematical structure and development to give coherence and meaning to concepts and techniques. Considered in the course are number systems, sets, and set operations, fractions, ratio, percentage, rational numbers, negative numbers, real numbers, measurement, mathematical systems and method. 3 hours a week, both semesters. 6

BUSINESS MATHEMATICS (Ma 107) A review of arithmetic fundamentals, calculations of percentages, discounts, mark-ups and mark-downs, interest and bank accounts, customer taxes, payroll, financial statements, banking services, sales, and stocks and bonds. 3 hours a week, second semester. 3

OPTOMETRICS

OPTOMETRIC ORIENTATION (Op 101) The antecedents, history and development of optometry and the future scope of the profession are discussed. The present and future status of vision care is examined in view of the existing and future needs of modern society. Discussion of optometric terminology and introduction to techniques and associated clinical observations. 1 hour lecture a week, 2 hours clinical observation a week. 2

OPHTHALMIC OPTICS (Op 102) The elementary optical theory necessary to understand and handle ophthalmic lenses and optical instruments used in optometric practice is studied. The procedures involved in lens layout, edging, glazing frames, adjustment, repair, and the mechanics of eye wear will be presented. The basic measurements necessary to accurately fabricate and verify prescriptions are taught. The care and handling of ophthalmic wear, including spectacles, contact lenses, and special optical aids is emphasized. 2 hours lecture a week, 4 hours laboratory a week, first semester. 3

OPHTHALMIC DISPENSING (Op 103) The procedures involved with the dispensing of ophthalmic prescriptions including spectacles, low vision devices, and contact lenses are taught. Emphasis is placed on the cosmetic selection of frames based on the compatibility of the frame with a patient's coloring and facial features. Hygienic procedures of dispensing, adjusting, and caring for eye wear and contact lenses are discussed in detail. 1 hour lecture, 4 hours of laboratory a week, second semester. 3

CLINICAL PRACTICE (Op 104) Activity in the General Clinic and Specialty Clinics. Preparing patients, recording findings, checking work returned from the laboratory, assisting in dispensing, observation in contact lens clinic. 3 hours a week. 1

OPTOMETRIC PROCEDURES (Op 201-202) The technical procedures for technicians will be taught. Measuring visual acuity, running visual skills, plotting visual fields (central and peripheral), determination of fusion abilities and measurement of habitual heterophorias, techniques of tonometry, vision screening techniques and instrumentation, stereoscopic acuity measuring, patient preparation and preparation of instruments, handling and hygiene of contact lenses, low vision aids and their use, vision training procedures, and implementation. 2 hours lecture a week, 4 hours laboratory practical sessions, both semesters. 4

CLINICAL PRACTICE (Op 203-204) The clinical application of techniques and procedures taught in Op 201-202. Direct patient management and contact, continuation of chair-side assisting and instrument preparation. Students assigned to final year professional students. 6 hours a week, both semesters. 2

OPTOMETRIC OFFICE PROCEDURES (Op 205) The many facets of office function, including mail handling, record management, billing systems, bookkeeping, credit and payment arrangements, collection procedures, record systems and routine banking. Optometric fees, patient reception, and telephone techniques, appointment handling and patient communication. 3 hours lecture a week. 3

VISUAL SCIENCE (Op 206) The anatomy and physiology of the eye will be emphasized relative to clinical techniques as will the basic principles of monocular and binocular vision. Lectures will be supplemented by laboratory experiment/demonstration sessions wherein basic visual science phenomena will be observed and experienced, in addition to gross dissection of bovine eyes and histology observations. 3 hours a week, 2 hours laboratory oblique/demonstration. 3

PHYSICAL EDUCATION

PHYSICAL EDUCATION (PE 101-102) Activities include indoor golf, indoor tennis, volley ball, and basketball; free exercise including dance movement, calisthenics, trampoline and judo. Fulfills the requirement for those whose further education will require two hours a week of Physical Education. No credit

RETAILING

SALES (Rm 101) Evaluation of customer buying motives, establishing good will, determination of customer wants, and successful selling techniques are studied through lecture, discussion, and student sales presentation. 3 hours a week, first semester. 3

PRINCIPLES OF ADVERTISING (Rm 102) Effective media used in retail advertising, the organization and functions of advertising departments, special practices in retail advertising, the planning and preparation of advertising campaigns. 3 hours a week, first semester. 3

RETAIL OPERATION AND MANAGEMENT (Rm 104) A study of the fundamental operations of retail stores, their organization, functions, and essentials of management. Object of the course is to provide insight into the functioning of each division and department in the retail structure; with emphasis on the dynamics of interpersonal relations and leadership. 3 hours a week, second semester. 3

SCIENCE

ANATOMY-PHYSIOLOGY (Sc 101-102) The structure and function of the human body with emphasis on the biochemical processes involved for the maintenance of homeostasis. Laboratory work on representative animals is coordinated with the classroom lectures. 3 hours of lecture, 3 hours of laboratory a week, both semesters. Required of all students in medical program. 8

BIOLOGY (Sc 103-104) Contemporary approach to biological phenomena stressing the basic patterns of unity underlying the variety of life forms. Major topics to be emphasized: exchange of energy and materials within the organism and between

the organism and environment; regulation and coordination of life processes at all levels of biological organization: evolution and adaptation: growth and reproduction: mechanism of gene function: plant and animal behavior: interdependence of organisms and the environment. Attention will be given to recent developments in experimental biology. 3 hours of lecture, 2 hours of laboratory a week, both semesters. 8

PHYSICAL SCIENCE (Sc 105-106) Material from the fields of astronomy, chemistry, meteorology, and physics is presented to acquaint the student with the physical forces that make up the world in which she lives. Laboratory work provides an opportunity for the development of skill in simple laboratory techniques. 3 hours of lecture, 2 hours of laboratory, both semesters. 8

BIOLOGICAL FOUNDATIONS OF HUMAN DEVELOPMENT (Sc 107-108) This course places emphasis on the origins and development of human structures and functions with particular attention given to the nervous system. Genetics, evolution, basic cell biology, and embryology the first semester. The second semester will focus on the nervous system and utilize it as a vehicle to introduce the student to the control of structure and function in the other systems. (Course designed for behavioral science students) 3 hours lecture, 2 hours laboratory, both semesters. 8

CLINICAL BIOLOGY (Sc 203-204) This course provides experience in the methods used for clinical diagnosis in hematology, urinalysis, basal metabolism, and orientation to simple parasitology and bacteriology. Emphasis is placed on the sources of error involved and the proper interpretation of the results of the work in progress. 1 hour of lecture, 2 hours of laboratory a week, both semesters. 4

HUMAN ANATOMY AND PHYSIOLOGY (Sc 205) The structure and function of the human body with emphasis on the neurophysiology and circulatory system of the head and neck. Emphasis on the physiology of sensory modalities and their relationship to vision. Laboratory exercises and demonstrations coordinated with the classroom lectures. 3 hours of lecture, 2 hours of laboratory a week, first semester. (Course is designed for optometric technician students.) 4

SOCIAL SCIENCE

Economics

INTRODUCTION TO ECONOMICS (Ec 101) Development of a proper appreciation of the importance of present-day economic questions, particularly the personal, business, social, and political applications of economic principles in the discussion of banking, exchange control, controlled economics, and the government-controlled prices. 3 hours a week, either semester. 3

INTRODUCTION TO ECONOMICS (Ec 102) Prerequisite, Ec 101. Review of such controversial issues as the development of big business, monopolies, organized labor, and American capitalism. 3 hours a week, second semester. 3

INTERNATIONAL BUSINESS RELATIONS (Ec 211) An introduction to the principles of international marketing, examining the historical backgrounds of overseas trade, interstate commercial policies, international finance, and fundamentals of importing and exporting. The framework is global, the dominant theme being the relationship between business and change in the social, political, and economic environment. 3 hours a week, first semester. 3

Geography

GEOGRAPHY OF WORLD AFFAIRS (Ge 101-102) A study of selected regions of current interest. This course deals with people in relation to their natural environment and enables the student to understand world problems through an integrated study of places, people, and natural resources, and to see these elements in terms of historical perspective and current events. Required of students in the International Secretarial program. 3 hours a week, both semesters. 6

History

HISTORY OF WESTERN CIVILIZATION (Hi 101-102) The origins and progress of Western Civilization from early times (500 B.C.) to the present, including developments in fine arts, religion, social organization, and government. 3 hours a week, both semesters. 6

SOCIAL HISTORY OF THE UNITED STATES (Hi 151-152) A history of the American people from the settlement through World War II. The course is organized around major periods and within each period the significant social features are discussed. Emphasis is placed upon the actual life of the people as distinct from their political and diplomatic history; how they earned their living, their reforms and religious activities, the books they wrote and read, the houses they lived in, their inventions, the means and extent of their travels, their science and art. 3 hours a week, both semesters. 6

Psychology

INTRODUCTION TO PSYCHOLOGY (Ps 201) The basic aim of the course is to introduce the student to scientific study of behavior. The introductory lectures and readings demonstrate how, through a background of concentration on primarily philosophic issues, psychology has emerged as a distinct area of study. All of the following areas are treated: testing and individual differences, learning, cognitive processes, the nervous system and its relationship to behavior, and sensory processes. 3 hours a week, either semester. 3

HUMAN GROWTH AND DEVELOPMENT (Ps 203) Prerequisite, Ps 201. This course deals with the mental, emotional, and social development of the child. 3 hours a week, second semester. 3

SOCIAL PSYCHOLOGY (Ps 204) Prerequisite, Ps 201. This course consists of the study of the interaction of persons with society in terms of personal and interpersonal problems. It is concerned with corresponding variations in the individual's behavior and in his society. The response of the self, with its involvements, to cultural values is discussed in terms of such factors as roles, status, group tensions, and conflicts resulting in such varying reactions as those of the normal individual and of the delinquent. A group dynamics approach to problems is demonstrated in the course. 3 hours a week, second semester. 3

ABNORMAL PSYCHOLOGY (Ps 205) A study of the abnormally disordered personality. Normal behavior is used to highlight psychopathic behavior. Problems of treatment are considered, using the best available evidence and theories. 3 hours a week, first semester. 3

PERSONAL AND GROUP COMMUNICATIONS (Ps 206) Techniques, methods, and theory of personal and group communications, with stress on the application of interaction, process analysis, sociometry, and problems of the role, function, and responsibilities of the behavioral scientist. 3 hours a week, second semester. 3

THERAPY PROCEDURES (Ps 207) Study of and practice in some of the therapy procedures used in treatment of the emotionally disturbed, physical, psychological, educational, social, community, and chemotherapeutic. 3 hours a week, second semester. 3

CHILD DEVELOPMENT (Ps 221-222) The study of the child beginning with pre-natal considerations and continuing through early childhood, with emphasis on the interaction of heredity and environment as influencing factors and on the application of psychological theory and experimental findings as bases for understanding, predicting, and influencing behavior. 3 hours a week, both semesters. 6

Sociology

INTRODUCTION TO SOCIOLOGY (So 101) This course introduces the student to the problems of society by examining the effect of the group on the individual. Attention is focused on the group, group processes, and group interaction with examples drawn from American society. The current problems of urban crisis, population growth, crime, and alcoholism are reviewed. 3 hours a week, either semester. 3

THE FAMILY (So 103) A study of the modern American family against the sociological backgrounds of the past and present. This course considers pertinent problems in modern life such as the mores of courtship, intercultural factors, economic problems of the family, effects of crisis, and the place of the unmarried in society. Discussion of methods of improvement in family relationships with personal and social implications. 3 hours a week, second semester. 3

PERSONAL AND COMMUNITY PROBLEMS (So 201) A study of the interaction of individual and environmental organization of community needs, with emphasis on the role of psychological processes of socialization, learning, communication, and leadership as they relate to such community problems as mental illness, alcoholism, drugs, and school behavior. 3 hours a week, first semester. 3

LARGE SCALE ORGANIZATIONS (So 202) A study of large-scale formal organizations, their structure and functions, authority bases, communication systems, and formal and informal structures. Current trends in organizational development and the effect of change in the social environment. 3 hours a week, first semester. 3

THE SOCIOLOGY OF HEALTH (So 203) Designed to acquaint the student with the social nature and consequences of various health problems. Discussion will center on four main areas: the culture-medicine interface; the sick role and the patient role; the medical profession; and the social consequences of illness. 3 hours a week, first semester. 3

SECRETARIAL—BUSINESS—PROFESSIONAL

Accounting

ELEMENTARY ACCOUNTING (Se 101) An introductory course in the basic fundamentals and procedures utilized in keeping and understanding business records.

Areas concerned are journalizing (including the use of specific journals), posting, ledgers, trial balances, introduction to basic financial statements, banking procedures, petty cash funds, and payroll systems. Notes receivable and notes payable, interest income and interest expense, bad debts, allowances, insurance, depreciation, merchandise accounts and inventories; and a short introduction to data processing terminology and systems. 3 hours a week, either semester. 3

INTERMEDIATE ACCOUNTING (Se 103-104) Prerequisite, Se 101 or equivalent. This course will introduce the concepts and methods of presenting financial information for management. Emphasis will be placed upon corporate accounts, intangibles, inventories, fixed assets, capital formation, and the use of funds. 3 hours a week, both semesters. 6

Shorthand

SHORTHAND THEORY AND PRACTICE (Se 100) An accelerated course of study for one-year secretarial students. Knowledge of Gregg Shorthand theory with ability to take dictation at a minimum of 80 words per minute for 3 minutes and accurate transcription in mailable form. Use of refined techniques and interpretation of English and secretarial skills are developed. 5 hours a week, both semesters. 5

ELEMENTARY SHORTHAND (Se 111-112) Knowledge of Gregg Shorthand theory with ability to take dictation at a minimum of 60 words per minute for 3 minutes on new material and transcribe accurately in typewritten mailable form. 3 hours a week, both semesters. 6

INTERMEDIATE SHORTHAND (Se 113-114) Prerequisite, equivalent of Se 111-112. Complete review of Gregg Shorthand theory with emphasis on developing speed to a minimum of 80 words per minute in dictation and production of mailable transcripts. 2 hours a week, both semesters. 4

SHORTHAND REVIEW (Se 115-116) Prerequisite, equivalent of Se 113-114. Usually requires 2 or more years of shorthand in high school with grades of B or better and a satisfactory rating on the placement test. This is an independent study group wherein each student assumes individual responsibility for maintaining and increasing her skills. 1 hour a week, both semesters. 2

DICTATION AND TRANSCRIPTION (Ex 211-212, IS 211-212, Le 211-212, Me 211-212) Prerequisite, Se 111-112, 113-114, 115-116 or equivalent. Advanced course designed to refine techniques, increase speed in accuracy and production, and integrate English and secretarial skills. Since there is homogeneous grouping according to major, specialized dictation is emphasized. 6 hours a week, both semesters. 6

SECRETARIAL PROCEDURES

EXECUTIVE SECRETARIAL PROCEDURES (Ex 262) Office organization: office practices; personnel and supervision; executive control of office work; personal office services; transportation and itineraries; office manners; business ethics; office machines and transcribing systems; and interpersonal relations. 3 hours a week, second semester. 3

INTERNATIONAL SECRETARIAL PROCEDURES (Is 201) The preparation of foreign itineraries; protocol at conferences; introduction to the various sources of in-

formation available to an international secretary; human relations, domestic and foreign; transportation and communication systems; office organization and business procedures; office machines and transcribing systems; the investment market, domestic and foreign. 3 hours a week, second semester. 3

LEGAL TERMINOLOGY (Le 271) The shorthand forms of legal terms and their place in legal reports and documents; the special terms commonly used in law studied in conjunction with the review of the fundamental law that is taken during the first year. In the latter part of the course, terminology is studied in combination with a review of actual court procedure. 3 hours a week, first semester. 3

LEGAL SECRETARIAL PROCEDURES (Le 272) Office practice for the legal secretary. The preparation of legal forms used in business and formal court procedure. Dictation of legal correspondence, testimony, and case reports; office machines and transcribing systems. The student learns to be a legal assistant, as well as a competent secretary. 3 hours a week, second semester. 3

MEDICAL TERMINOLOGY (Me 291) A course designed to instruct the student in the most common roots, prefixes, and suffixes in medical terminology, thus enabling her to combine these forms with insight and understanding. Emphasis is placed on spelling, pronunciation, and the use of the medical dictionary and the student is gradually instructed in the basic terms common to all physicians. 3 hours a week, first semester. 3

MEDICAL SECRETARIAL PROCEDURES (Me 296) Medical office procedures, including medical records, telephone technique, medico-legal problems, the physician's library, experience in techniques of sterilization; alphabetical and numerical filing; the operation of office machines; techniques with patients. Great stress is placed on high standards of ethics in relation to the patient and the medical profession. Supplementary lectures in X-Ray techniques in Medical Assistant Program. 3 hours a week, second semester. 3

Typewriting

ELEMENTARY TYPEWRITING (Se 121-122) Thorough training in the touch system. Instruction includes letter styles, manuscript typing, reports, rough drafts, tabulation. 5 hours a week, both semesters. 6

INTERMEDIATE TYPEWRITING (Se 123-124) Prerequisite, Se 121-122 or equivalent. Review of fundamentals. Instruction including the writing of letters and manuscripts, tabulation, business forms, etc. 3 hours a week, both semesters. 4

TYPEWRITING REVIEW (Se 125-126) Prerequisite, Se 123-124 or equivalent. An intensive review of all typewriting fundamentals and techniques, forms, materials, and production rates required for entrance to second-year typewriting. Formal class meets once a week; the major requirements of the course are accomplished through independent work. 2

ADVANCED TYPEWRITING (Se 221-222) Emphasis is on production, the attainment of professional skills, and the more complex secretarial forms; such as, itineraries, manuscripts, legal documents, etc. 3 hours a week, both semesters. 4

ELECTIVES

<i>Course Number</i>	<i>Course Name</i>	<i>Semester Hours</i>
Humanities		
A 101	Drawing, Painting, and Visual Fundamentals	3
Ed 104	Children's Art	3
En 103	Business Communication	3
*En 121	Early British Novel	3
En 123-124	English Literature	6
*En 125	Twentieth Century British Novel	3
En 143	Modern American Drama	3
En 145	Twentieth Century American Novel	3
*En 152	Contemporary Drama	3
En 154	Modern Novel	3
En 155-156	Major Women Writers	6
En 157-158	Western World Literature	6
En 159	Nineteenth Century Novel	3
En 191	Speech	3
FA 101-102	Appreciation of Fine Arts	3
FA 111	Great Masters of Art	3
FA 131	Introduction to Theatre	3
FA 153	Great Composers	3
FL 101-102	Elementary French	6
FL 203-204	Intermediate French	6
FL 205-206	Advanced French	6
FL 151-152	Elementary Spanish	6
FL 251-252	Intermediate Spanish	6
FL 253-254	Advanced Spanish Conversation and Reading	6
Hu 141	18th Century Western Culture	3
Hu 142	19th Century Western Culture	3
Hu 203	Ancient and Medieval Philosophy	3
Hu 204	Modern Philosophy	3
Mu 102	Introduction to Musical Instruments	3
Social Science		
Ec 101-102	Introduction to Economics	6
Ec 211	International Business Relations	3
Ge 101-102	Geography of World Affairs	6
Hi 101-102	History of Western Civilization	6
Hi 151-152	Social History of the United States	6
La 101-102	Principles of Law	6
Ps 201	General Psychology	3
Ps 203	Human Growth and Development	3
Ps 204	Social Psychology	3
Ps 205	Abnormal Psychology	3
Ps 206	Personal and Group Communications	3
So 101	Introduction to Sociology	3
So 103	The Family	3
So 201	Personal and Community Problems	3
So 202	Large Scale Organizations	3
So 203	The Sociology of Health	3

*Indicates course not offered 1972-73 academic year.

Course Number	Course Name	Semester Hours
Natural Science		
Sc 101-102	Anatomy-Physiology	8
Sc 103-104	Biology	8
Sc 105-106	Physical Science	8
Sc 107-108	Biological Foundations of Human Development	8
Mathematics		
Ma 101-102	College Mathematics, Intermediate	6
Ma 103-104	College Mathematics, Advanced	6
Ma 105-106	Principles of Modern Mathematics	6
Ma 107	Business Mathematics	3
Secretarial—Business		
(May be elected in courses where not already required).		
Ec 101	Introduction to Economics	3
Ec 102	Introduction to Economics	3
Ec 211	International Business Relations	3
En 103	Business Communication	3
Se 100	Shorthand Theory and Practice	10
Se 101	Accounting, Elementary	3
Se 103-104	Accounting, Intermediate	6
Se 111-112	Elementary Shorthand	6
Se 113-114	Intermediate Shorthand	4
Se 115-116	Shorthand Review	2
Ex 211-212	} Dictation and Transcription	6
IS 211-212		
Le 211-212		
Me 211-212		
Ex 262	Executive Secretarial Procedures	3
Is 201	International Secretarial Procedures	3
Le 271	Legal Terminology	3
Le 272	Legal Secretarial Procedures	3
Me 291	Medical Terminology	3
Me 296	Medical Secretarial Procedures	3
La 101-102	Principles of Law	6
Se 121-122	Elementary Typewriting	6
Se 123-124	Intermediate Typewriting	4
Se 125-126	Typewriting Review	2
Se 221-222	Advanced Typewriting	4
PE 101-102	Physical Education	0



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Biology, Anatomy and Physiology
Regis College, Worcester City Hospital, Suffolk University

1973-74 ACADEMIC CALENDAR (4-4-1)

Wednesday, September 5	Freshman Dormitory Students Arrive
Thursday, September 6	Freshman Orientation Begins
Thursday, September 6	Senior Dormitory Students Arrive
Friday, September 7	Registration for all Students
Monday, September 10	Classes Begin
Monday, October 8	Columbus Day (No classes)
Monday, October 22	Veterans' Day (No classes)
Friday, October 26	First Quarter Closes
Tuesday, November 20	Thanksgiving Recess Begins (4:15 p.m.)
Sunday, November 25	Thanksgiving Recess Closes (midnight)
Monday, December 18	Second Quarter Closes and Christmas Recess begins After last examination

1974

Wednesday, January 2	Christmas Recess Closes (midnight)
Thursday, January 3	Second Semester Begins
Monday, February 18	Washington's Birthday (No classes)
Friday, February 22	Third Quarter Closes
Friday, March 15	Spring Recess Begins (4:15 p.m.)
Sunday, March 24	Spring Recess Closes (midnight)
Friday, April 12	Good Friday
Sunday, April 14	Easter
Monday, April 15	Patriots' Day (No classes)
Monday, April 22	Second Semester Examinations Begin
Friday, April 26	Fourth Quarter Closes

Internship

Monday, April 29	Internship Period Begins
Friday, May 24	Internship Period Closes—Freshman Evaluation
Monday, May 27	Memorial Day (No classes)
Thursday, May 30	Senior Evaluation
Saturday, June 1	Graduation

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FISHER JUNIOR COLLEGE

118 Beacon St.

Boston, Mass. 02116

Application for Admission

DO NOT WRITE IN THIS SPACE		
Application filed		
Application fee		
Interview		
Marks requested		
Marks received		
Accepted		
Deposit	:	:

I hereby make application for admission to Fisher Junior College September 19____ in accordance with the conditions and terms of this application form and the regulations in your catalog.

Date _____, 19____

NAME			AGE
(First)	(Middle)	(Last)	
ADDRESS			
(Street)	(City)	(State)	(ZIP No.)
TELEPHONE	DATE OF BIRTH		
(Area Code)	Number		

SCHOOLS ATTENDED FOR PAST FOUR YEARS:

School	Address	Dates of Attendance	Course Taken

Year of graduation from high school _____

Name of High School Guidance Counselor _____

(The College reserves the right to send to students' secondary schools copies of Fisher academic grade reports.)

Check Living Arrangements Desired: ☐ Own Home ☐ Dormitory

CHECK PROGRAM DESIRED:

DIVISION OF LIBERAL ARTS AND GENERAL EDUCATION:

- ☐ Liberal Arts ☐ General Education ☐ Pre-Teaching ☐ Behavioral Science ☐ Child Study
☐ Children's Psychiatric Aide

DIVISION OF SECRETARIAL, BUSINESS AND PROFESSIONAL:

- | | | |
|---|---|---|
| ☐ Executive | ☐ International | ☐ Administrative Assistant |
| ☐ Legal | ☐ Medical | ☐ Medical Assistant |
| ☐ One-Year Beginning | ☐ One-Year Advanced | ☐ Optometric Technician |
| | ☐ Hotel-Motel Management | ☐ Retail Merchandising |

How did you first hear of Fisher?

Have you ever visited the college?

If so, when?

List the extra-curricular school and community organizations in which you have held *elective* offices. Identify the nature of the organization if the name is not self-explanatory, and give the year or years in which you held these offices.

List other extra-curricular school and community organizations in which you were actively engaged, giving the years in which you participated in them.

Have you received any school or community prizes or honors for these activities?

Have you taken the College Board Scholastic Aptitude Test?

When and where did you take it?

(Applicants must request the College Board to send the SAT scores to the Director of Admissions.)

What summer jobs have you held, if any?

Have you ever had to discontinue your study for a substantial period because of illness?

If so, please explain and give dates

How many sisters do you have?

How many brothers do you have?

older younger

older younger

If any are college students or graduates, give college and class of each

List of relatives (state relationship) among Fisher alumnae and undergraduates

List of close friends, if any, among Fisher alumnae and undergraduates

Do you have any idea what you would like to do upon graduation from Fisher?

To what other colleges have you applied?

Father's Name in Full

Address

Home Telephone

Living? If not, give date of decease

Occupation

Name and address of firm

Business Telephone

If college graduate, give institution, date, and degree

Mother's Name

Address (First Maiden Last)

Home Telephone

Living? If not, give date of decease

Occupation (if other than housewife)

Name and address of firm

Business Telephone

If college graduate, give institution, date, and degree

Name of Guardian if Any

Address

Telephone

Give name and address to which bills should be sent

The Committee on Admissions will send the notice of its decision to the applicant unless instructed otherwise (use space below if applicable).

A fee of \$20 (which should accompany this application) is applied to the cost of processing applicant's papers, and is not refunded under any circumstances.

BRIEF STATEMENT OF TERMS

In consideration of the undertaking by the Admissions Office to process this form, the undersigned agree that the information furnished on this Application for Admission form, together with all information and materials of any kind received by the Admissions Office from any source, or prepared by anyone at its request, shall be completely confidential and shall not be disclosed to anyone, including the candidate and his family, except that the Dean of Admissions may, for official purposes in his discretion, disclose any part or all thereof to such person or persons as he deems advisable.

Students are accepted for enrollment on the basis of the entire college year unless suspension or dismissal for scholastic failure, misconduct or breach of college discipline. In the event of such suspension or dismissal or in case of voluntary withdrawal, no payment of registration fees, tuition or dormitory charges shall be refunded, and any unpaid balance of any charges for the remainder of the college year shall immediately become due and payable.

In consideration of the acceptance by Fisher Junior College of the undersigned student, we jointly and severally accept the above terms; agree to pay the charges above set forth as and when due; agree to comply with all rules and regulations of the college as printed in the catalogue or otherwise prescribed and attest that the said student is in good physical and mental health.

I hereby give permission to Fisher Junior College to use, in booklets or other promotion, any school photograph in which my daughter may appear.

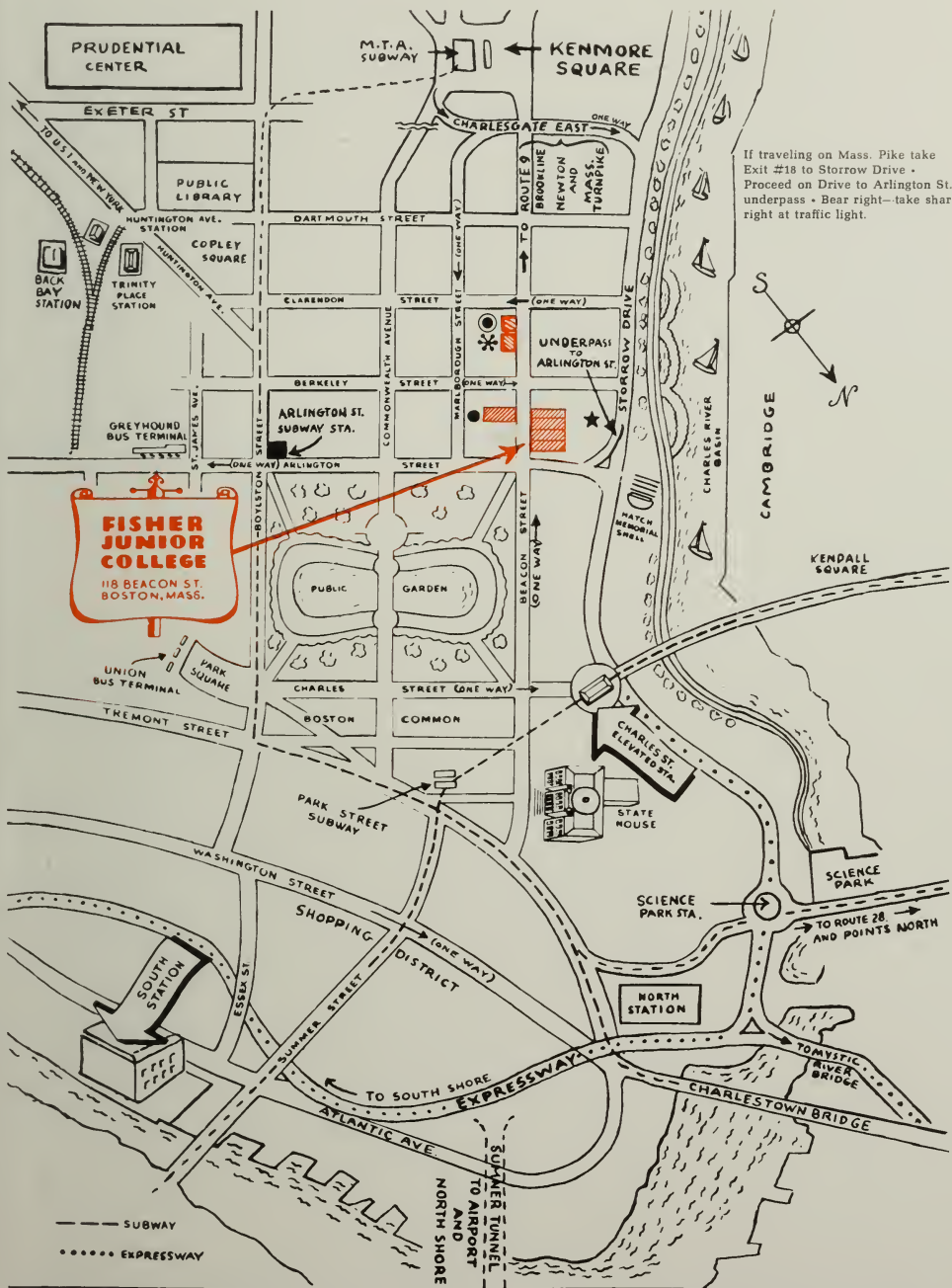
(Student)

Date

(Signature of father or guardian)

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There is no handwriting or other markings on the paper.

Nickname (if any)



If traveling on Mass. Pike take
Exit #18 to Storrow Drive •
Proceed on Drive to Arlington St.
underpass • Bear right—take sharp
right at traffic light.

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ONE-O-TWO HALL. ADMISSIONS OFFICE

● CARTY HALL

TELEPHONE (617) 262-3240

FISHER JUNIOR COLLEGE



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